

LAWRENCE BERKELEY NATIONAL LABORATORY
Facilities, Operations & Maintenance Dept.
Email: Desiree Elvira <dlelvira@lbl.gov>
Building 76, Room 212A x6938
Fax 7805

DATE: November 17, 2003
TO: Building Managers
FROM: John Hutchings
SUBJECT: CHRISTMAS SHUTDOWN 2003

To maximize energy conservation, it is important that we shut down all unneeded building - lighting, heating, ventilation/air conditioning systems, cooling towers, and process hot/cold water pumping systems. The "turning off" of research environment/process conditioning and vacuum systems, wherever practicable, is very helpful in our effort of cost saving. We do not want to shutdown services that are needed or required.

All Building Managers, please provide updated information regarding special instructions on the enclosed 'SPECIAL NEEDS' memo. It is important that we receive an accurate, timely response (**no later than December 12th**) so we can ensure that we have adequate equipment and staffing.

Energy conservation will begin at 6:00pm Tuesday, December 23rd. The energy saving last year was \$67K. Weather permitting, we plan to restart the facility Friday, January 1, 2004, based upon the expectation that employees will be returning to work on Friday, January 2nd.

Please note the attached Utility Interruption Notification form. The intent of this form is to provide facilities with contact information, to use in order to notify appropriate contact individuals for each division operating in a given building, in the event that there is an unplanned utility outage.

Please note that the attempt to contact individual, desiring to be notified will not occur until efforts to mitigate, correct, or otherwise respond to the outage have been completed. Staffing levels and scope of impacted building will also affect our ability to make this notification in a timely manner, however we will attempt to make notification as soon as is possible.

We will keep this information and use it as necessary throughout the year, not just during the holiday break.

Your cooperation in this matter is gratefully appreciated.